

MONROE COUNTY

JOB DESCRIPTION

PSEMM006

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| Position Title: EMERGENCY MGMT ADMINISTRATOR | | Date: 03/09/04 |
| Position Level: 10 | FLSA Status: EXEMPT | Class Code: 10-5 |

GENERAL DESCRIPTION

Primary function is to perform technical and specialized work functions associated with organizing and coordinating operations, communications, technological support and planning and response aspects of the emergency management and disaster preparedness program in Monroe County. Responsible for comprehensive development of Emergency Management activities dealing with various Emergency Support Functions (ESF) including: Transportation, Communication, Public Works and Engineering, Fire Rescue, Information and Planning, Mass Care, Resource Support, Health and Medical Services, Search and Rescue, Hazardous Materials, Food and Water, Energy, Military Support, Public Information, Volunteer and Donation Services and Law Enforcement/Security Services.

This work is performed under the general direction of the Emergency Management Director.

KEY RESPONSIBILITIES

1. *Plans Emergency Management programs/activities associated with preparation for, response to, and recovery from natural or man-made disasters or emergencies affecting lives and property of citizens.
2. Interacts with officials and representatives of various state, local and federal agencies, as well as private sectors, in a professional manner.
3. Involves and educates special interest groups, customers, and public officials regarding Emergency Management responsibilities and activities via variety of forums, i.e., seminars, workshops, newsletters, assessments and reports.
4. *Contributes to developing and preparing the emergency management budget, assists with administering approved budget.
5. *Identifies, prepares and manages grant applications from state and federal agencies; assists (or develops) with development of grant proposals for program funding assistance, monitoring grant funded programs, financial accountability, and preparation of grant related reports to ensure compliance with terms of the grant.
6. Attends meetings, seminars, workshops and training sessions as appropriate, maintains a comprehensive, current knowledge and awareness of emergency management strategies and applicable laws/regulations.
7. Assume duties of Director as needed.
8. May serve as Incident Manager during countrywide emergencies or disasters requiring activation of the county Emergency Operations Center (EOC).
9. Performs administrative tasks including supervising and training volunteers, maintaining equipment, preparing EM articles for publications, and creating and distributing informational brochures and handouts.
10. *Plans for Local Mitigation Strategy (LMS) projects; develops, reviews, revises, and/or updates programs and plans to improve local government's ability to mitigate and respond to emergencies and disasters.
11. *Is an active participant in Radiological Emergency Preparedness planning, exercises and response.
12. *Responsible for the research, revision and development of plans and procedures dealing with Emergency Management preparedness, response, and recovery to and from disaster.
13. *Maintains steady contact with State, Federal and local agencies throughout the year regarding Emergency Management preparedness issues, exercise planning and exercise participation.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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| KEY JOB REQUIREMENTS | |
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| <i>Education:</i> | Bachelor's Degree Required. |
| <i>Experience:</i> | 5 to 7 years. 3 of which must be as a Monroe County Emergency Management Planner. |
| <i>Impact of Actions:</i> | Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department. |
| <i>Complexity:</i> | Analytic: Work is non-standarized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves indentification and analysis of diverse issues. |
| <i>Decision Making:</i> | Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgement is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project. |
| <i>Communication with Others:</i> | Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures. |
| <i>Managerial Skills:</i> | Responsible for orienting and training others and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis. |
| <i>Working Conditions/ Physical Effort:</i> | Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury. |
| <i>Other</i> | Must possess 10 PDS courses. Employee is also responsible to refresh with 5 PDS courses annually. |
| <i>On Call Requirements:</i> | On call 24 hours. pending emergencies. |

| APPROVALS | | |
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| <i>Department Head:</i> | | |
| Name: _____ | Signature: _____ | Date: _____ |
| <i>Division Director:</i> | | |
| Name: _____ | Signature: _____ | Date: _____ |
| <i>County Administrator:</i> | | |
| Name: _____ | Signature: _____ | Date: _____ |

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

